

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE 1	OF	PAGES 7								
2. AMENDMENT/MODIFICATION NO. A0003		3. EFFECTIVE DATE 7/09/09		4. REQUISITION/PURCHASE REQUEST NO. N/A		5. PROJECT NO. (If applicable)								
6. ISSUED BY U.S. Department of Housing and Urban Development (HUD) Office of the Chief Procurement Officer 451 Seventh Street, SW 5256 Washington, DC 20410-3000		7. ADMINISTERED BY (If other than Item 6) Attn: Jennier J. Awkard Contracting Officer jennifer.j.Awkard@hud.gov		CODE										
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and ZIP Code) All Potential Offerors				(√)										
							9A. AMENDMENT OF SOLICITATION NO. HUD RFP R-OPC-23426							
							9B. DATED (SEE ITEM 11)							
							10A. MODIFICATION OF CONTRACT/ORDER NO.							
CODE		FACILITY CODE		10B. DATED (SEE ITEM 13)										
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS														
<input checked="" type="checkbox"/> The numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of offers <div style="float: right; text-align: right;"> <input type="checkbox"/> is extended <input checked="" type="checkbox"/> is not extended </div>														
<p>Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:</p> <p>(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or, (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If, by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>														
12. ACCOUNTING AND APPROPRIATION DATA (If required) N/A														
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.														
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">(√)</td> <td>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</td> </tr> <tr> <td></td> <td>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) AS SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103.(b)</td> </tr> <tr> <td></td> <td>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</td> </tr> <tr> <td></td> <td>D. OTHER (Specify type of modification and authority)</td> </tr> </table>							(√)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) AS SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103.(b)		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:		D. OTHER (Specify type of modification and authority)
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	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:													
	D. OTHER (Specify type of modification and authority)													
IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.														
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) SEE CONTINUATION PAGES OF THIS AMENDMENT														
<p>Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.</p>														
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)										
				Jennifer J. Awkard Contracting Officer										
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		DATE SIGNED								
(Signature of person authorized to sign)				BY _____		(Signature of Contracting Officer)								
NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE		30-105		STANDARD FORM 30 (REV. 10-83) Prescribed by GSA FAR (48 CFR) 53.243										

The purpose of this amendment is to provide further clarifications to questions submitted by potential Offerors **and to change the due date for submission of proposals**. The subject Request for Proposal (RFP) is amended as set forth below:

1. Update RFP section L4 (1), page L-7 to reflect the following change:

12 point font is required for the Technical Proposal. However, 10 point font or higher may be used for graphics, tables, attachments and exhibits, but no less than 10.

2. Update RFP section I-3 – 52.217-9 (c) to reflect the following:

The total duration of the contract will be one base year plus four one-year options.

3. Update Section L – Instructions, General Instructions to reflect the following:

The Government is modifying this portion of the instructions to provide for a fifty page limit for only the Technical Proposal. All other portions of the submission, including the Quality Control Plan, the Sub-contracting Plan, resumes, and other attachments are not subject to the fifty page limit and can be separate from the technical proposal.

4. Update Section L – Proposal Structure for Volume I, Technical & Management Proposal to reflect the following:

The Government is modifying this portion of the instructions to provide for a fifty page limit for only the Technical Proposal. All other portions of the submission, including the Quality Control Plan, the Sub-contracting Plan, resumes, and other attachments are not subject to the fifty page limit and can be separate from the technical proposal.

5. Update RFP Section M-7, page M-6 Small Business Subcontracting Commitments and Goals to reflect the following:

The Government is modifying this portion of the instructions to provide for a fifty page limit for only the Technical Proposal. All other portions of the submission, including the Quality Control Plan, the Sub-contracting Plan, resumes, and other attachments are not subject to the fifty page limit and can be separate from the technical proposal.

6. Update Section L to add the following language:

Only those Offerors in the Competitive Range will be invited to participate in oral presentations.

7. Update RFP page L-10 to add the following language:

Although oral presentations will not be a separate evaluation factor, the Government reserves the right to make adjustments to ratings given for any aspect of the written technical and price proposals (including attachments.)

8. Update Section L – Instruction, Oral Presentations to include the following and Add the following language to Section M.4 - Technical & Management Proposal Evaluation Criteria:

Although oral presentations will not be a separate evaluation factor, HUD reserves the right to make adjustments to ratings given for any aspect of the written technical and price proposals (including attachments.)

9. SOW Section 6.1.3, page 43, User ID is clarified to reflect the following:

The original intent was to provide for SSO, however, it appears that this may not be possible under our current IT environment – if SSO can be achieved, it would be desired, but if not, that is also acceptable. The Statement of Work has been modified accordingly.

10. SOW page 55 is updated to add the following language:

The Government will accept an alternative delivery schedule if the alternative schedule can be shown to reduce overall risk to the Government.

11. SOW Update page I-7 to reflect the following change:

Project managers who are assigned to the contract shall be considered key personnel. Also, all language referring to the “Contracts Manager” should be changed to the “Project Manager.”

12. Update RFP, Section L – Additional Proposal Content and Instructions to reflect the following change:

Proposals shall be submitted in an original and three (3) hard copies, and three (3) CDs of Volumes I/"Technical & Management" Proposal, and an original and three (3) hard copies and three (3) CD's of Volume II, "Business" Proposal.

13. Update RFP, Section L – Instructions, Cross referencing – to reflect the following:

Cross referencing should be done according to the appropriate section of the SOW.

14. Update SOW pages 23, 24, 25 (Accounting) to reflect the following changes:

Since what will be done in the future will be different from what is being done now, please disregard the appendix mentioned on page 24 on additional processing that is currently being done in support of the FHA Accounting functions. Also disregard the appendix on page 25 concerning the interface with other systems. Attached is the posting model for HECM premium as an example of the USSGL accounts used. Below is the appendix on the minimum chart fields:

<u>Field Name</u>	
Case Number	Case Status Code
Transaction Code	System Name
Accounting Period (YYYYMM)	
Accounting Period FY	Accounting Period FM
Cohort	Fund Code (G/M)
Fund Type (F/L)*	Risk Category Code
Vendor ID	Transaction Amount
Treasury Schedule Number	
SOA/ADP Code (Num / Alpha)	
Hawaiian Homelands Indicator	
Mortgagee ID	Cohort Date
Transaction Effective Date	Accounting Event Code
General Ledger Debit & General	Ledger Credit numbers
System Record Key	Date Processed
Record Type	System Date-Time Stamp
Sequence number	Activity Type

15. Update page L-6 Additional Proposal Instructions to reflect the following:

Prospective Offerors shall provide three (3) CDs of their Business Proposals.

16. Section 7.3.3, Software Escrow Agreement in the HECM RFP Statement of Work, is changed as follows:

7.3.3 Software Escrow Agreement – No later than the thirtieth (30th) calendar day following contract award the Contractor will formally document with HUD its agreement to place any SP application source code, operating software, compiled code, licenses to all third-party software used to create the application, and any documentation into an escrow status throughout the life of the contract. In addition, the escrow agreement must provide for the deposit of any updated versions of software or code, including modifications, fixes or upgrades to licensed software, into the escrow holding entity's environment as is needed to conform with the contract's requirements.

The Escrow Agreement must specify the conditions that must be met for release of property held in escrow, in the event of vendor's inability to perform the terms of the

contract, including but not limited to: bankruptcy of contractor/licensor, termination for default, and/or insolvency. The agreement must further provide that the escrowed property will only be released to a replacement contractor, upon the occurrence of any of the aforementioned conditions.

The Contractor will identify the holding entity and all applicable contractual terms and conditions, including but not limited to the services to be provided by the escrow agent, non-competition clauses, fees due to the escrow agent. The Contractor must agree to bear all costs associated with the escrow arrangement. The Contractor will also identify a URL at which it intends to maintain a list of all supported products, artifacts or documentation that denotes HUD's interest in the SP service (specifically for the SP provided proprietary and/or third party source code).

17. RFP, Section M – Factor 6 /Small Business Evaluation Scale is incorporated as follows:

<u>__Excellent</u>	The prime contractor is a small business.
<u>__Good</u>	The prime contractor is not a small business, but the proposal contains sub-contracting information that provides between 40%-49% small business as part of the team.
<u>__Fair</u>	The prime contractor is not a small business, but the proposal contains sub-contracting information that provides between 30%-39% small business as part of the team.
<u>__Poor</u>	The prime contractor is not a small business, but the proposal contains sub-contracting information that provides between 20%-29% small business as part of the team.
<u>__Unsatisfactory</u>	The prime contractor is not a small business, and the proposal contains sub-contracting information that provides for less than 20% small business as part of the team.

18. Updated Statement of Work as indicated below:

5.2.1.2 Accounting for HECM Claims

Currently, the claims process is done manually and data is passed between offices via Excel spreadsheets/reports. The service must provide this functionality in a manner that addresses current inefficiencies in the process. Single Family Claims sends an Excel spreadsheet with the claim types to Single Family Accounting. The accountant sorts the claims by claim type, edits the file to include the required chart fields (Case Number, SOA, Fund, Endorsement Date, Cohort, Vendor Category, Case Status), adds a journal identification and the file is uploaded to the General Ledger to record the claim payment.

Added:

The Lender Community must be able to submit their claims electronically, and HUD's goal is for the Lenders to receive payment within 48 hours.

Modified: (Should say Section 5.6.1.2)

Implementation Plan - The Implementation Plan describes all activities, schedules, resources, and support planning efforts that will be employed to accomplish the transition from the current HECM process to the BSP. The Contractor will work with HUD staff, during the first ninety (90) days following contract award to finalize the plan.

Modified (should say Section 5.7.4):

1.1.2

Staffing and Key Personnel – The Contractor will employ a sufficient number of experienced staff dedicated to this contract with technical capabilities to complete the deliverables in a timely, accurate, and concise manner as set forth in the scope of work. Key personnel, including a Project Manager, Alternate Project Manager, Operations Manager, Help Desk Manager and subject matter experts will be identified by name and resume in the proposal. Key staff are required that possess the minimum qualifications stated below. Additional points will be awarded for key personnel that possess the minimum plus one or more of the preferred qualifications. Should there be a change in key personnel during the contractual relationship, the Contractor will guarantee that the replacement will meet or exceed the capabilities required to accomplish the tasks set forth in this contract, and the change must be approved by HUD prior to starting work. At the Contractor's discretion, more than one of the skill sets listed below may be filled by one person, however, if that person leaves the contract, all skill sets possessed by that person must be replaced. The Contractor will immediately notify the GTR upon termination of any employee with security access to HUD systems. The Contractor will never indicate that it represents HUD; instead, it will clearly state that it is under contract with HUD.

Project Management

The Project Manager for this PWS shall possess a minimum of five years experience in management of projects similar in size and scope to this requirement. Each of the remaining key Project Management (PM) contractors (includes Alternate Project Manager, Operations and Help Desk managers) for this PWS shall possess a minimum of three years experience in management of projects similar in size and scope to this requirement.

Modified (should say Section 8):

SCHEDULE OF DELIVERABLES

This section outlines the schedule of deliverables for the contract, expressed in calendar days. HUD may be willing to consider an alternate delivery schedule as long as HUD's program goals are still met with the new schedule and it can be shown to provide value to the Government.

Softcopies of written deliverables are to be provided in HUD-standard format on CD to the GTR in the timeframe specified. Application software delivered for pilot (UAT) purposes is required to be fully functional and to meet all requirements. The SP Application must have been fully tested and certified by the Contractor that it complies with all of the SOW specifications. Issues that are discovered during the pilot period must be corrected prior to full production implementation, unless otherwise agreed by the GTR and GTMs.

19. The hour and date specified for receipt of Offerors' proposals is changed to July 13, 2009 at 2:00 p.m. EST.

20. Except as provided herein, all terms and conditions of the document referenced in item 9A, as heretofore changed, remains unchanged and in full force and effect.